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AUTHOR	Driessen, Karen C.; Smyth, Shelia A.
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ABSTRACT

The librarian is presented with a foundation for decision making as it relates to the physical processing of nonprint materials, and with a demonstration of how these decisions move from theoretical to practical physical processing issues. Such issues include packaging and repackaging; treating accompanying materials; labeling; preparing circulation pockets and date due notices; using and placing barcodes and security strips; and others. Solutions are provided for the questions raised by librarians and catalogers who wish to enhance the accessibility of nonprint material for the user and at the same time ensure the security and physical protection of the material. The information is presented in two parts. Part I provides the background and interpretations for making sound processing decisions. The chapters are as follows: "The Foundation for Decision Making" and "Options for Physical Processing." Part II presents a manual of guidelines and options which are relevant for specific kinds of nonprint material; chapters are: "Cartographic Materials"; "Sound Recordings"; "Motion Pictures and Videorecordings"; "Graphic Materials"; "Computer Files"; "Three-Dimensional Artifacts and Realia"; and "Kits and Interactive Multimedia." An appendix provides processing suppliers and products. The text is illustrated with 103 figures. (Contains 60 references.) (Author/AEF)

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